

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

JOB NUMBER:
FLSA: NON-EXEMPT

TITLE: SUPPLY CLERK/Linenkeeper
PAY PLAN/SERIES/LEVEL - NF-2005-2

Major Duties: Performs routine clerical supply work to ensure the effective operation of an ongoing supply activity following established procedures. Serves as linen and uniform keeper. Oversees stock maintenance at or within prescribed levels. Maintains par stocks, accounts for items issued for guest use, cull stocks for mending and/or disposal of worn items. Conducts counts or inventories of supplies. Maintains records and makes requisitions, receipts, and disposals. Contacts supply and service organizations to obtain material status information, perform follow-up on urgently required items, and/or to expedite delivery. Inspects cleanliness and quality of products received from in-house laundry or contractor. Ensures appropriate rotation of bedspreads and draperies for cleaning. Assist in the evaluation of new products. Maintains an accurate accounting and reporting system. Operates personal computer to perform searches, input data, and to correct data entries. Safeguards stock to prevent loss. May be required to perform duties as Contracting Officer Representative (COR)

QUALIFICATION REQUIREMENTS:

Prior work experience as housekeeper. A basic knowledge of supply and its rules and procedures. Knowledge of computer systems and personal computer or terminal operation to perform automated functions associated with the duties of the supply activity.

CONDITIONS OF EMPLOYMENT:

Completion of a satisfactory National Agency Check.